

**DESCRIPTION OF SERVICES**

To offer comprehensive, responsive, and expeditious legal assistance to the Board of Supervisors, County Administrator, James City Service Authority, and staff.

**OBJECTIVES**

1. To represent the Board of Supervisors, County Administrator, James City Service Authority, other departments, agencies and Boards and Commissions in rendering legal advice/assistance in a timely/effective manner (includes preparation of contracts, documents, and other legal agreements).
2. Provide quality, professional legal advice to prevent suits against the County; aid the Board of Supervisors, County Administrator and/or Division Heads in making an informed decision; represent the County in litigation against/on behalf of the County.
3. Enhance customer service by increasing the use of technology in County Attorney's Office.

**BUDGET SUMMARY**

	FY 03 Budget	FY 04 Adopted Plan	FY 04 Adopted
Personnel	\$ 378,677	\$ 393,828	\$ 391,523
Operating	17,175	17,405	17,030
Capital	650	400	400
Received from JCSA	(30,688)	(32,528)	(32,528)
Total	\$ 365,814	\$ 379,105	\$ 376,425

**PERSONNEL**

Full-time Personnel	4.5	4.5	4.5
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**WORKLOAD INDICATORS**

	FY 03 Adopted	FY 04 Adopted Plan	FY 04 Adopted
Doc Reviewed/Drafted	4,910	4,920	4,935
Formal Legal Opinions	435	445	455
Court Appearances	310	320	215
Ordinance Revisions	305	310	210
Hrs Dev/Track Legislation	450	460	500

**BUDGET COMMENTS**

The proposed budget provides for a continuation in the existing level of service. Overall, the budget increases by 2.9 percent in FY 2004.